

**FORECLOSURE CASE MANAGEMENT CONFERENCE
ORDER AND MEMO**

Case No.: _____ Date: _____

Plaintiff v. _____
Primary Defendant

Plaintiff's Law Firm _____

Email: _____ Phone: _____

Defendant's Law Firm _____ Address: _____

Email: _____ Phone: _____

Defendant: Pro Se _____ Default _____ Response _____ Served: _____

Primary Defendant's email _____

Secondary Defendant(s): _____

(BELOW FOR COURT USE ONLY)

Deadline for Filing: Motions: _____ Discovery: _____

Hearing on all Motions: _____ Time: _____ Location: See Attached Addendum

Pending Motions: _____

CMC/Pre-trial hearing _____ Time: _____ Location: See Attached Addendum

Trial or Summary _____ Time: _____ Location: See Attached Addendum
Judgment set for

If this case is being set for trial, the Plaintiff shall prepare any order setting a case for trial and shall furnish the Court with the proposed order along with the appropriate copies and envelopes for the parties that are not signed up for e-service. If this case is being otherwise set for a hearing, the Plaintiff shall prepare, file and serve a notice of hearing with the Court's Coronavirus Hearing Addendum on all parties pursuant to the applicable rules of procedure.

Remarks: _____

DONE AND ORDERED, in Fernandina Beach, Nassau County, Florida on _____.

STEVEN M. FAHLGREN, CIRCUIT JUDGE

DIVISION A ZOOM FORECLOSURE ADDENDUM

Pursuant to the local administrative order entered on June 15, 2021, effective June 21, 2021, the Nassau County Phase 2 Operational Plan has been rescinded. **In person court appearances are now permissible. Facemasks and distancing are optional.** However, Zoom will be the default for scheduled hearings, unless the parties file notice with the Clerk of Court that at least one (1) party intends to appear in person at least three (3) business days before the hearing. Said notice shall also be provided to the Court via email to at astrickland@nassauclerk.com, and to all other parties by email, if possible.

Unless otherwise notified by Court Order or the Court's Judicial Assistant, the invitation to join the Court's Zoom™ Meeting for all foreclosure hearings is:

<https://zoom.us/j/383599807?pwd=MmRDbzFvc0RQenFGQUxFR20vaHpTZz09>

Meeting ID: 383 599 807

Password: 900183

Dial by your location +1 253 215 8782 US

Parties shall name their Zoom profile with their legal names such that they can be easily identified.

For Zoom hearings involving exhibits, proposed orders, or copies of cases cited, the parties are ordered to send these to the Court's judicial assistant, astrickland@nassauclerk.com, via email at least three (3) business days in advance of the hearing with copies to all parties who have not been defaulted as is customary and required by the Rules. When the number of pages of the hearing materials exceed **50 pages**, hard copies should be provided to the Court at least three (3) business days in advance of the hearing. Counsel submitting proposed orders must furnish sufficient self-addressed stamped envelopes to the Court via mail for service of any orders when a party is not signed up for the e-portal.¹ **The Court's physical and mailing address is 416 Centre Street, Fernandina Beach, FL 32034.**

Those appearing before the Court without video via Zoom that intend to testify will likely need to be in the presence of a notary public for the purposes of being identified and sworn in. Those appearing remotely by video via Zoom planning to testify should be prepared to furnish the Court with a picture identification such as their driver's license via video.

¹ Individuals who represent themselves are strongly encouraged to Sign up for the Florida Courts E-Filing Portal to avoid delays in receiving documents. For instructions on how to do so, please check the following link: <https://www.myflcourtaccess.com/authority/trainingvideos.html>

While the Court is not required to record all Zoom hearings, the parties may request the Court do so. It is the parties' responsibility to arrange for a Court Reporter to attend the hearing, if so desired.

This Addendum shall be attached and referenced in any notice of hearing or proposed order scheduling hearing submitted by the parties. If any matter set for hearing did not include this addendum in the hearing notice or order scheduling, the plaintiff shall file and serve the parties with a new notice that includes this addendum.

AMERICANS WITH DISABILITIES ACT: If you are a person with a disability who needs any accommodation in order to participate in a proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator at (904) 548-4600 (then press 0) at least 7 days before your scheduled court appearance, or immediately upon receiving notification of the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.